



IDAHO REAL ESTATE LICENSE APPLICATION

REE-005-30
rev. 08/06

(208) 334-3285
(208) 334-2050-FAX

Idaho Real Estate Commission
P.O. Box 83720
633 N. 4th Street
Boise, ID 83720-0077

Toll-free in Idaho
(866) 447-5411

Website: <http://www.irec.idaho.gov>

IREC use only

License # _____
Date Effective _____
Date Expires _____
Receipt Issued _____

INSTRUCTIONS: Complete this application form, provide all attachments as requested on the "Attachment Checklist" on the back page, and submit it to the Idaho Real Estate Commission (IREC). Please advise IREC of any individuals needing accommodations. Applications that are illegible, incomplete, not accompanied by the proper license fee, the proper attachment(s), or any other applicable fees will be returned. Fees must be for the exact amount, and by check or money order, payable to the **IDAHO REAL ESTATE COMMISSION**. **Application fees will be \$160.**

You are NOT licensed until IREC **approves** your license application. It is unlawful for you to engage in the business or act in the capacity of a real estate licensee in Idaho without first obtaining your license. Your license will generally be mailed within two weeks after IREC receives the completed application. The expiration date of a license is based upon the last day of the month of an individual's second successive birthmonth following the day of licensure, or in other words, one (1) year plus the months up to and including the month of the next birth date of the licensee.

1. PERSONAL INFORMATION

_____ / ____ / ____
social security number birth month day year maiden name or other names used

(full legal name) last first middle nickname (if used)

home telephone cell phone number e-mail address

(physical address) number, street, apt.

city county state zip code

(mailing address, if different from above) number, street, apt.

city county state zip code

2. LICENSE TYPE (check one)

☐ Broker

☐ Associate Broker

☐ Salesperson

3. LICENSE STATUS (check one)

☐ Active (continue to #4)

☐ Inactive (skip to #7)

4. BUSINESS INFORMATION

location at which you will work (check one)

☐ Main office

☐ Branch office

designated broker's name

business name

business license number business telephone business FAX number

number, street, apt. P.O. box number business e-mail address & website

city county state zip code

5. LEGAL FORM OF BUSINESS (To be completed by **DESIGNATED BROKER APPLICANTS** only.)

Check the appropriate type of business your real estate firm will be and attach the appropriate application.

☐ Sole Proprietorship (no separate application required)

☐ Partnership

☐ Limited Partnership

☐ Limited Liability Partnership

☐ Limited Liability Company

☐ Corporation

6. CERTIFICATION BY BROKER (To be completed by the designated broker on applications for individuals applying for active licensure as either an associate broker or a salesperson.)

I hereby certify that _____ will be associated with me and work at the address
stated above.
name of applicant

name of responsible broker (please print) signature of responsible broker date

7. HIGH SCHOOL EDUCATION (Provide a copy of your high school diploma, transcript or equivalency certificate)

name of institution location (city & state) date of graduation

8. APPLICANTS CURRENTLY LICENSED IN ANOTHER STATE. (If you do NOT hold an active license in another state, skip this section.) If you currently hold an active license in another state, you may be exempt from some or all of the education and examination requirements, depending up whether Idaho has a licensing agreement with the other state. (Additional information and instructions about specific requirements for each state can be requested from IREC and is available on the IREC website.) If you hold an active license in another state, indicate the state below. Designated broker applicants must complete section 10c.

State of Primary Licensure _____ Type of license held _____
(i.e. Broker, Associate Broker, Salesperson)

Agreement of Understanding: All applicants applying for licensure in Idaho under any agreement with another state, by this properly completed and signed license application, do affirm that they have read and fully understand the terms of that licensing or reciprocal agreement, and do affirm that they have read and fully understand the laws governing real estate activities in Idaho and any real estate license issued by Idaho, and agree to be bound by that agreement and those laws.

9. LICENSE EXAM (attach results) Date passed National _____ Date passed State _____

10. REAL ESTATE EDUCATION (Provide certificates or transcripts. Requesting evaluation for credit for courses other than IREC approved courses requires course descriptions, certificates, including number of hours attended and areas of study. Education must have been completed within five years prior to application.)

A. Salesperson (90 hours):

Required Courses	Provider	Location (city,state)	Completion Date	Classroom Hours
Module I	_____	_____	_____	_____
Module II	_____	_____	_____	_____

B. Broker (90 hours):

Required Courses	Provider	Location (city,state)	Completion Date	Classroom Hours
Real Estate Law	_____	_____	_____	_____
Brokerage Management	_____	_____	_____	_____
Elective	_____	_____	_____	_____
Elective	_____	_____	_____	_____

C. Designated Broker-In addition to the above required courses, applicant must have completed the Idaho Broker Management or Business Conduct and Office Operations (BCOO) course within the previous 5 years. This requirement applies to all designated broker applicants, even those licensed in another state and/or applying under a license recognition agreement.

Required Course (check one)	Provider	Location (city,state)	Completion Date
<input type="checkbox"/> Idaho Brokerage Management	_____	_____	_____
<input type="checkbox"/> BCOO	_____	_____	_____

11. Have you had a real estate or other professional or occupational license revoked, suspended, or surrendered, or the renewal refused, for a disciplinary violation involving fraud, misrepresentation, or dishonest or dishonorable dealing, in Idaho or any other jurisdiction, within the five (5) years immediately prior to the date this application is submitted to the Commission? ☐ YES* ☐ NO (check one for each question)

12. Have you been convicted** of a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing, in state or federal court, within the five (5) years immediately prior to the date this application is submitted to the Commission? ☐ YES* ☐ NO

13. Have you ever been convicted** of any felony in state or federal court? (You may request an "exemption review" as provided in Section 54-2012(1)(f), Idaho Code, if at least five (5) years have passed since you completed any period of probation, confinement, or parole.) ☐ YES* ☐ NO

14. RECORD OF LICENSURE (If you have ever been licensed as a real estate broker or salesperson, complete the following.)

List states in which you have ever been licensed, including Idaho, beginning with original state of licensure.	Dates of Licensure From / To	License Active From / To	Has license ever been revoked or otherwise disciplined?*
_____	_____	_____	<input type="checkbox"/> YES* <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES* <input type="checkbox"/> NO

* If your answer to ANY of the above (11 through 14) is "yes", give full details including the licensing jurisdiction, the court, title of proceeding, disposition, and any other pertinent information on an attached sheet.

***"Convicted" means a plea of guilty, a plea of nolo contendere, a jury verdict of guilty, or a court decision of guilt, whether or not a judgement or sentence has been imposed, withheld, or suspended.

15. ERRORS & OMISSIONS INSURANCE *(To be completed by all ACTIVE applicants.)*

Idaho Law requires that actively licensed persons obtain and maintain Real Estate Errors & Omissions (E&O) Insurance as a precondition to licensure, and that no licensee may engage in practice of real estate without insurance. Failure to obtain and maintain insurance will result in the immediate inactivation of the license, and will also subject the licensee to disciplinary action, which could include suspension or revocation of the license and imposition of a fine.

Applicants are required to obtain a Certificate of Insurance, signed by an authorized agent or employee of the insurance provider, which must be made available for inspection upon request by the Commission.

I have obtained E&O insurance ☐ YES ☐ NO

16. EXPERIENCE VERIFICATION SUMMARY *(To be completed by ALL Broker applicants.)* Under the Idaho Real Estate License Law, an applicant for a broker's license must have had at least two years active experience as a licensed real estate salesperson within five years immediately preceding this application.) In deciding whether to consider your experience as sufficient to qualify as "active experience," IREC is looking for, among other factors, at least 30 hours per week doing real estate business, during at least 100 weeks of a 24-month period with approximately 15-20 sales and listings resulting in over \$2 million in total sales volume. Formal education, prior experience as a licensed real estate broker or salesperson in another state, or experience in real estate related business activities may also be considered by IREC as a portion of the two-year active experience requirement. *It is important to provide complete and accurate information about previous educational accomplishments and related experience.*

This section **MUST** be completed by **EACH** PREVIOUS BROKER or CURRENT BROKER for the time period the applicant was associated with that broker, within the last five years. (Copy this form if needed.)

A. Applicant's name _____

B. Applicant was licensed with your office continuously from _____ / _____ / _____ to _____ / _____ / _____
month day year month day year

C. Description of Applicant's experience as a real estate licensee in your office:

Applicant worked (*check one*) ☐ Full time ☐ Part time

Applicant devoted an average of _____ hours per week to this work.

Total number of listings _____ Total number of sales _____ Dollar volume of all sales \$ _____

Other real estate activity (explain) _____

D. **CERTIFICATION** I, being first duly sworn on oath, say that I am a duly licensed real estate broker of the state of _____ I declare that the foregoing is true and correct to the best of my knowledge.

name of responsible broker (please print) _____ signature of responsible broker _____ date _____

business name _____ business phone _____

business street address _____

city _____ state _____ zip code _____

E. NOTARY PUBLIC

State of _____ }
County of _____ } ss.

*notary
seal*

Subscribed and sworn to before me this _____ day of _____, _____.

signature of notary public _____

Residing at _____ My commission expires _____

17. (to be completed by ALL APPLICANTS)

IRREVOCABLE CONSENT TO SERVICE

In accordance with the laws of the state of Idaho to transact business as a real estate broker or salesperson in Idaho, I hereby appoint and authorize the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. (Section 54-2012, Idaho Code)

I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to immediately notify the Commission in writing of any change thereto.

CERTIFICATION BY APPLICANT

I certify under penalty of perjury that I have read and completed this application and that the answers appearing hereon are true and correct to the best of my knowledge and belief; and, I further certify that I agree to conduct my business in accordance with the real estate laws and rules governing real estate practice in Idaho; and, I further certify that I have not acted and will not act as a real estate licensee in Idaho prior to final approval of my license by the Idaho Real Estate Commission. I understand that if I do act as a real estate licensee prior to final approval, my license can be refused or, if issued, action taken against it.

applicant signature

State of _____)
County of _____) ss.

notary
seal

Subscribed and sworn to before me this _____ day of _____, _____.

signature of notary public

Residing at _____ My commission expires _____.

ATTACHMENT CHECKLIST

(Have you previously submitted or attached the following items to this application form?)

All applicants:

- _____ Copy of license exam results (taken within the last year)
- _____ Copy of high school diploma, transcript, or equivalency certificate
- _____ Copy of real estate education course certificates. If applicable, include course descriptions for out-of-state education
- _____ License fee payable to the Idaho Real Estate Commission (fee covers license period from date of application through last day of your second successive birthmonth)
- _____ Complete explanation of item(s) 11 through 14, if applicable
- _____ Approved IREC fingerprint card results (valid 6 months from date cleared)

Applicants licensed in another state:

- _____ Current certified license history from the primary state of licensure
- _____ Copy of current primary license from other state(s)

Broker & Associate Broker applicants:

- _____ Original salesperson wall license
- _____ Notarized experience verification forms

Broker applicants:

- _____ Completed "Notice of Opening a Trust Account" form
- _____ Completed Certificate of Assumed Business Name form from Idaho Secretary of State's office

Corporation, Partnership, Limited Liability Company, Limited Liability Partnership broker applicants:

- _____ (See Real Estate License Manual for list of required documents and steps)

IREC use ONLY

INCOMPLETE APPLICATIONS WILL BE RETURNED

NOTICE: Because of rising costs associated with issuing a refund, it is the policy of IREC to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded. There is a \$15 fee assessed for each check returned to IREC for insufficient funds.